1. Assessment Plan - Four Column

PIE - Administrative Services: Facilities - Custodial

Unit Goals	Resources Needed	*Where We Make an Impact: Closing the Loop on Goals and Plans*
Successfully transition custodial service into the new Busimess Technology Center (BTC) - Insure that all restroom, and building accessories are installed Entrance Mats Interior/Exterior waste cans/ recycling containers **Status:** Active **Goal Year(s):** 2016-17 **Goal Entered:** 07/31/2017		
(OS1) Cleaning Program - Now that the (OS1) Cleaning Program is fully implemented refine elements of the program aimed at delivering training to all custodial personnel on a more consistent basis. Each staff member to receive a minimum of ten (10) documented in-service training sessions over the course of 12 months **Status:** Active **Goal Year(s):** 2015-16 **Goal Entered:** 07/01/2016		
Audit of Cleaning Program - Achieve a minimum 80% Audit Score of cleaning program. Program is audited annually and while 90% score was		

achieved in 2013 it should be noted that a comprehensive evaluation of the audit process was conducted by the auditor which resulted in significant change to the process which impacts the overall score. (OS1) Audit Score completed in May of 2017 is 79%
Status: Active
Goal Year(s): 2015-16
Goal Entered: 07/03/2017

Request for Resources- Staffing/ Supplies - Continue to request new resources for staffing and supplies to support campus expansion and student growth. Complete workload studies for new construction and modular units to be occupied during fiscal year 2015-16 by 10/01/2015. Update master worksheet with building profile for each campus building by 06/01/20016
Status: Active
Goal Year(s): 2015-16
Goal Entered: 07/03/2016
Date Goal Archived/Inactivated: 09/27/2017

In Progress - Continued evaluation of facilities and processing of support documents along with required administrative forms for human resources and new equipment
Describe Plans & Activities Supported: Human Resources five (5) FTE, and Equipment-new "automated floor scrubber"
Lead: Kenneth McAlpin
Type of Request: Human Resources
Planning Unit Priority: High
What would success look like and how would you measure it?: Sustained cleaning levels that support college mission, and vision, statements

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Request for Resources- Equipment - Purchase new equipment as needed to improve equipment access for all areas of the campus.
Status: Inactive
Goal Year(s): 2015-16
Goal Entered: 07/03/2016
Date Goal Archived/Inactivated: 07/17/2017

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Waste Reduction - Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper towel consumption etc. **Status:** Active **Goal Year(s):** 2015-16 **Goal Entered:** 07/01/2016		
Install Information Monitor in Custoidal Services Unit - Request funding for installation of new information monitor to improve overall dissemination of department and campus related information. **Status:** Active **Goal Year(s):** 2016-17 **Goal Entered:** 08/01/2017		
Request increase of smart phones in custodial department by six (6) - Increase Lead Custodians ability to input work orders in the field, check on work status, and increase communication without the use of their personal phones **Status:** Active **Goal Year(s):** 2016-17 **Goal Entered:** 07/05/2017		
Increase to Custodial Equipment Repairs Acount - Increase of $3,500.00 to Repairs account will bring backlogged service and repairs up to speed for newer equipment added over the past five years that is no longer under service agreement or warranty. Increase is necessary ongoing as department equipment		

Unit Goals	Resources Needed	*Where We Make an Impact: Closing the Loop on Goals and Plans*

has expanded greatly over the years
Status: Active
Goal Year(s): 2016-17
Goal Entered: 07/05/2017